



COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

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COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Ellen M. Nau, Human Services Program Coordinator

DATE: October 15, 2003

SUBJECT: Community Partnerships for Older Adults

The Community Partnerships for Older Adults program fosters community partnerships that will improve long term care and supportive service systems to meet the current and future needs of older adults. Sponsored by the Robert Wood Johnson Foundation, a newly revised call for proposals for a second round of funding of development grants of up to \$150,000 for a maximum of seventeen communities will be issued in November, 2003.

The Robert Wood Johnson Foundation is dedicated to having older adults remain in their own homes and communities as functioning viable members of society. The Foundation's Community Partnerships for Older Adults promotes how communities organize the delivery of long-term care and supportive services. Proposals for funding will need to demonstrate that a partnership of key community groups that includes social service and health organizations, private businesses, consumers, non-profits and governmental agencies are involved in the community long-term care project submitted for funding.

For further information on Community Partnerships for Older Adults, consult the Robert Wood Johnson Foundation website at <http://www.partnershipsforolderadults.org>. This site contains information on the purpose, background, eligibility and selection criteria, evaluation procedures and the application and selection process for the grant program. You can register at this site to receive email notification of the Call for Proposals.

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Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Terry Raney, Guardianship Program Coordinator

DATE: October 14, 2003

SUBJECT: Guardianship Alternatives

We are preparing a statewide directory of organizations and individuals who provide representative payee, bill-payer or guardianship services. Please provide the following information to me at my email address, traney@vdh.state.va.us

Name of individual or organization: _____

Address of individual or organization: _____

Telephone & FAX number: _____

Organization Email address: _____

Service Provided: _____ Representative Payee _____ Bill Payer

_____ Guardianship Services

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

AND: AIM System Managers

FROM: Leonard Eshmont
Information System Administrator

DATE: October 14, 2003

RE: Virginia Aging Information System - AIM Introductory Infomaker Training

VDA will hold **AIM Introductory Infomaker** training on Tuesday and Wednesday, December 9 and 10, 2003. This is a full two-day training course by Dwayne Oedewaldt with the Saber Corporation. Class time the initial day, December 9th will be from 10 am to 5:00 pm. Second day class times will be 8:30 am to 4:30 pm. This is "hands-on" training that will take place at the J. Sargeant Reynolds Community College North Run Parham Road location in Richmond, Virginia.

Registration fee is \$100.00 per person, but limited to the first fifteen participants and **payment must be received in advance**. Because registration is limited, this training is offered on first come, first serve basis. Once registered, please send a check for this fee made payable to Virginia Department for the Aging with notation "AIM Infomaker Training" to our office attention Leonard Eshmont. We ask that no more than one individual per AAA attend. Participants will be responsible for their own transportation, meals, and lodging.

Lodging is available for the nights of December 8th and December 9th at the Comfort Inn. Rates are \$59.00 per room plus applicable taxes. Reservations can be obtained by calling toll free 877-424-6423 or locally 804-515-7800 and providing the following name and confirmation number: Rochelle Clarke, #55947719. Reservations must be made no later than Monday December 1, 2003; otherwise there is no guarantee a room will be available at the time of your request.

Directions to J. Sargeant Reynolds Community College North Run and to the above mentioned hotel have been included. Please respond by November 19, 2003 if you have personnel that would like to attend this event. I can be reached by phone at (804) 662-9800 or email at leshmont@vdh.state.va.us.

Cc: Tim Catherman

Infomaker Training – Dec 9 & 10, 2003

Directions to North Run Corporate Center

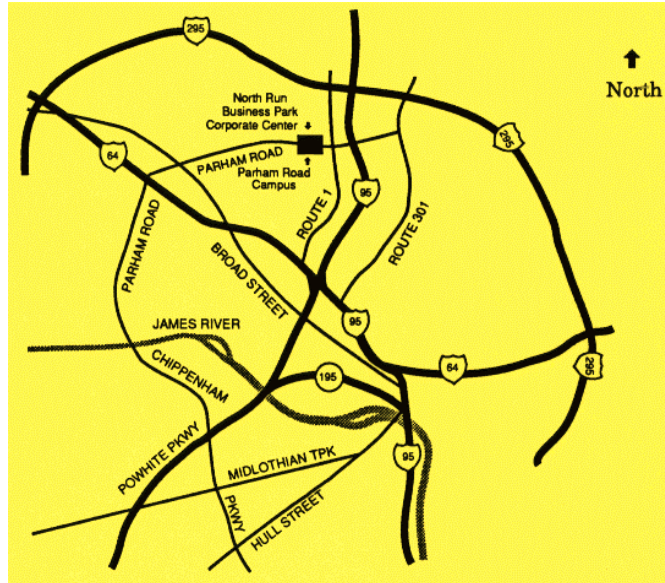
Located in the North Run Business Park

1630 East Parham Road, Richmond, Virginia

(804) 371-3258

Driving Directions:

- **From Interstate 295:** Take either Route 1 South, Route 301 South, or I-95 South to Parham Road West. Go to the fourth traffic light and take a right into the North Run Business Park; then go left traveling the business park road parallel to Parham Road. The JSRCC Corporate Center is situated in the third building on your right.
- **From Interstate 95:** Take the Parham Road West exit off I-95. Go to the fourth traffic light and take a right into the North Run Business Park; then go left traveling the business park road parallel to Parham Road. The JSRCC Corporate Center is situated in the third building on your right.
- **From Interstate 64 East:** Take the Parham Road exit and turn left at the stop light. You are about 5 miles away from the JSRCC Corporate Center. Continue on Parham Road going through eight (8) traffic lights. At the eighth traffic light, take a left into the North Run Business Park. The entrance into the business park is situated directly across the Parham Road from the main entrance to the college's Parham Road Campus. The JSRCC Corporate Center is located in the far end of the second building on your left.
- **From Interstate 64 West:** Take the first Parham Road exit and merge on to Parham Road at the yield sign. From this point the directions immediately above apply.



Parking is free. Some spaces are reserved for the other businesses situated in the office park. The only other restriction is the marked handicapped parking spaces.

Infomaker Training– Dec 9th & 10th, 2003

Directions to: Sleep Inn

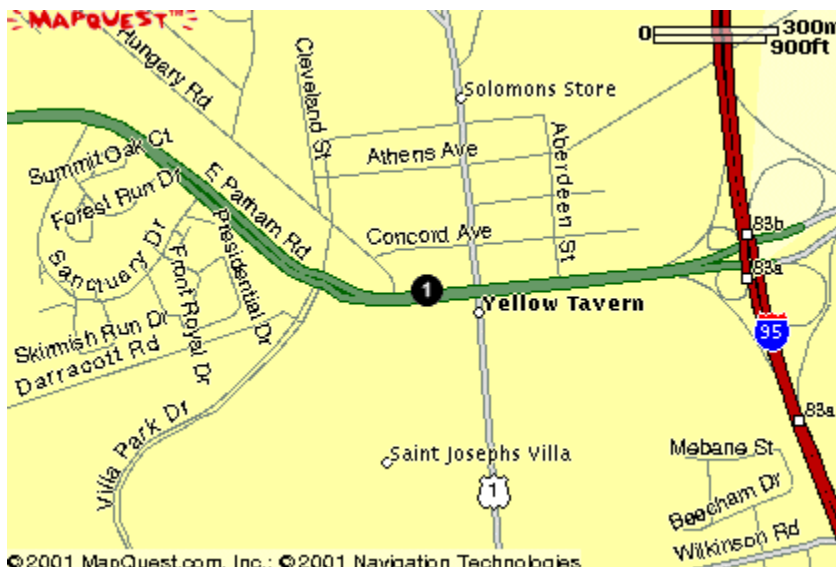
950 E. Parham Road

Richmond, VA 23228-6511

Toll Free (866) 515-7800

Phone (804) 515-7800

* Please refer to instructions for driving to the J. Sargeant Reynolds North Run Corporate Center. The Sleep Inn is approximately one mile east on Parham (the same road J. Sargeant Reynolds is on).



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Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Kevin F. Byrnes, AICP
Demographer

DATE: October 14, 2003

SUBJECT: NAPIS Annual Summary Program Report FY 2003 File

The VDA website has been updated to provide the updated NAPIS Annual Summary Report FY '03 file ("FY03 NAPIS Program Report.xls") for local AAA staff to download (go to: <http://www.aging.state.va.us/Contractors.htm> and select the report link under the "Program Reports " section). This file should be downloaded, completed and returned to me electronically (send to: kbyrnes@vdh.state.va.us) by November 15, 2003.

Past users of this file will recognize that page 4 has been deleted from the FY'02 format since the cash program income data by service is now reported on the "Aging Monthly Report". If AAA staff have any questions, please contact me at (804) 662-7047 or by email at kbyrnes@vdh.state.va.us.

attachment

**NATIONAL AGING PROGRAM INFORMATION SYSTEM - AREA AGENCY ON AGING (NAPIS-AAA)
FOR TITLES III AND VII OF THE OLDER AMERICANS ACT
FOR THE PERIOD 10/1/02 - 9/30/03 (FY'03)**

Area Agency: _____

PSA # _____

Contact Person: _____

Phone # _____

UNDUPLICATED COUNTS OF PERSONS SERVED

1. Total **Unduplicated** Count of Persons Served in **ALL** Title III Funded Services _____

2. Of the Total in #1, how many were:

a. African American _____

b. Hispanic Origin _____

c. American Indian/Native Alaskan _____

d. Asian American/Pacific Islander _____

e. Non-Minority _____

Note: a. - e. totals #1

f. Rural Clients _____

g. Clients in Poverty/Minority _____

h. Clients in Poverty/Non-Minority _____

i. Clients in Poverty _____

Note: g. and h. totals i.

COMMUNITY FOCAL POINTS AND SENIOR CENTERS

3. Total number of community focal points designated under
Section 306(a)(3) of the OAA in operation during FY'03 _____

4. Of the total in #3 how many were senior centers? _____

Note: #4 must be equal to or less than #3

5. How many senior centers were operating in your PSA
during FY'03? _____

Note: #5 must be equal to or greater than #4

6. Of the total in #5, how many were funded by Title III
during FY'03? _____

Note: #6 must be equal to or less than #5

**NATIONAL AGING PROGRAM INFORMATION SYSTEM - AREA AGENCY ON AGING (NAPIS-AAA)
FOR TITLES III AND VII OF THE OLDER AMERICANS ACT
FOR THE PERIOD 10/1/02 - 9/30/03 (FY'03)**

Area Agency:

STAFFING PROFILE			
Staffing Categories	On September 30, 2003 how many full time equivalents (FTEs) did the agency have on staff?	How many of the FTEs were filled by minority individuals?	How many of the FTEs were paid in full or part using OAA funds?
1. Agency Executive/Management Staff (Includes director, deputy directors, division directors and other positions which provide overall leadership and direction.)			
2. Planning (Includes responsibilities such as needs assessment, plan development, budgeting/resource analysis, inventory, standards development and policy analysis.)			
3. Development (Includes responsibilities such as public education, resource development, training and education, research and development and legislative activities.)			
4. Administration (Includes responsibilities such as bidding, contract negotiation, reporting, reimbursement, accounting, finance, auditing, monitoring and quality assurance.)			
5. Service Delivery - Program Staff (Includes activities associated with the direct provision of a service which meets the needs of an individual older person and/or caregiver.)			
6. Access/Care Coordination (Includes responsibilities such as outreach, screening, assessment, case management and information & referral.)			
7. Clerical/Support Staff (Paid staff that provide support to the management and professional staff.)			
8. Total Paid Staff (Sum of 1 - 7)			
9. Volunteers (Note: compute volunteer FTEs by dividing the number of volunteer hours by 2,080)			
10. Total Area Agency Staff (Sum of 8 & 9)			

**NATIONAL AGING PROGRAM INFORMATION SYSTEM - AREA AGENCY ON AGING (NAPIS-AAA)
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FOR THE PERIOD 10/1/02 - 9/30/03 (FY'03)**

Area Agency: _____

UTILIZATION PROFILE

Services	Enter the total number of providers for each service that were paid in whole or part using Title III funds. Include the AAA if the service was provided directly. If the provider delivers more than one service, count them under each service they provide.	How many of the providers in the first column are minority providers? (See definition below.)	Check here if the AAA was included in the provider count in the first column.
Personal Care	_____	_____	_____
Homemaker	_____	_____	_____
Chore	_____	_____	_____
Home Delivered Meals	_____	_____	_____
Adult Day Care	_____	_____	_____
Case Management	_____	_____	_____
Congregate Meals	_____	_____	_____
Transportation	_____	_____	_____
Legal Assistance	_____	_____	_____
Information and Assistance	_____	_____	_____
Public Information/Education	_____	_____	_____
For the services listed above, how many unduplicated providers did the agency have in FY'03?	_____	_____	

Definition of Minority Provider:

- 1) a not for profit organization whose controlling board is comprised of at least 51% minority individuals, or
- 2) a business concern that is at least 51% owned by one or more persons who are either African American, Hispanic origin, American Indian/Native Hawaiian, Asian American/Pacific Islander, or
- 3) a publicly owned business having at least 51% of its stock owned by one or more minority individuals and having its management and daily business controlled by one or more minority individuals.